

STATE CLEARINGHOUSE FOR INTERGOVERNMENTAL REVIEW

South Carolina Project Notification and Review System

Procedures

1. The Catalog of Federal Assistance (CFDA) is a listing of all Federal programs available to state and local governments, as well as federally recognized Indian tribal governments and private profit or non-profit organizations. A listing of these projects and application instructions can be found at www.cfda.gov. Each Federal program is assigned a CFDA number. South Carolina does not require an intergovernmental review on all CFDA numbers. Only projects with CFDA program numbers listed on Appendix SCH 001 should be submitted to the SCH for intergovernmental review.

(See [Project Listing](#))

2. Project applications listed on Appendix SCH 001 require intergovernmental review and should be submitted to the State Clearinghouse. The preferred method of submission is via e-mail at clearinghouse@budget.sc.gov. The mailing address is:

**State Clearinghouse
Office of State Budget
1201 Main Street, Suite 950
Columbia, SC 29201
Phone (803) 734-0494
Fax (803) 734-0645**

The application should include the following items:

- Application for Federal Assistance (SF424 Form), including the CFDA number
- Budget information (SF424A Form or 424C Form), including budget summary, narrative and funding source
- Program narrative, executive summary, or abstract to include purpose, scope, justification, area to be served, staffing and other pertinent data
- If applicable, maps which show project activity locations

In order to ensure a timely review and response, applications should be submitted to the State Clearinghouse at the earliest feasible time. For applications that require federal consistency review, the applicant should plan to submit the application to the SCH and receive the state clearance letter before forwarding the application and clearance letter to the federal funding agency.

3. Upon receipt of the project application, the SCH will assign the State Application Identifier (SAI number) and forward an acknowledgement letter or e-mail to the applicant.
4. The SCH enters project information from the SF424 application into the SCPNRS database.
5. All projects requiring intergovernmental review are posted on the project application bulletin located on the State Clearinghouse website at www.budget.sc.gov. The bulletin, which is updated weekly, provides a listing of the projects along with pertinent project information. It also provides the review timeframes that are associated with each project. State agencies and COG's must access the website bulletin and determine which project applications they wish to review. Actual reviews may either be mailed or submitted electronically to the SCH.

6. Upon completion of the review process, the SCH forwards a clearance letter to the project applicant along with the comments provided by the project reviewers. The clearance letter does not suggest that a project will or will not be funded; it is to document that the applicant has completed the requirements of the intergovernmental review process. Based on the CFDA number, additional clearance letters may be prepared for the appropriate Federal funding agency as applicable.

For projects where there may be a significant issue, a recommendation letter may be prepared and sent to the federal agency considering funding the proposed project. Recommendation letters are usually used for construction projects that are federally funded.

7. The completed review file is retained by the SCH.

Applicable Reports & Forms

- SF424 Application for Federal Assistance
- Catalog of Federal Domestic Assistance – See www.cfda.gov
- Catalog of Federal Domestic Assistance Appendix No. SCH 001 (See [Project Listing](#))
- Acknowledgement Letter
- Clearance Letter
- Project Referral Form
- Project Application Bulletin – See www.budget.sc.gov